

Administration

General Administration
Policies

**Determination of
Cost Classifications**

POLICY:

- .01 For budget and accounting purposes, it is necessary to determine whether the costs of any particular transaction are charged to operations, equipment, or plant. Parties involved in these determinations will include, as appropriate, the requester (or originator) of the transaction, the implementing organizations, the Financial Operations Division (FIN) and the Controller (CONT).

IMPLEMENTATION:

- .02 Routinely, classification of costs and assignment of cost coding is performed by the implementing organizations based upon information supplied by the requester. Examples: The Materials Management Division (MAT) classifies procurement actions, the Facilities Engineering Division (ENG) classifies World Services work orders, and the Mechanical and Electronics Support Division (MEC) classifies shop job orders.
- .03 The Property Accounting Group (FIN-5) reviews all cost classifications for conformity with DOE accounting policy and consistency with established precedents within the Laboratory and makes any corrections necessary.
- .04 In the event the requester disagrees with the FIN-5 determination, the requester may ask the FIN Division Leader to review the determination. Questions not resolved to the satisfaction of all parties may be appealed by any party to the Controller, whose decision is final.